

School Maintenance Department Facilities Hazard Identification Inspection				
Agency:			Inspection Date:	
Name of Inspector:			Title:	
Location Inspected:				
#	Needs Work	N/A	OK	Condition Surveyed
Exterior Grounds, Walkways and Parking Areas				
1				The perimeter fence and gates are in good condition. Warning signs legible.
2				Exterior lighting of grounds, walkways, & parking areas adequate and operational.
3				Parking lots and driveways free of significant cracks and water accumulation.
4				Sidewalks and stairs / ramps free of significant trip or slip hazards.
5				Landscaping and vegetation do not present safety or security hazard. (overgrown)
6				Yard areas: clean and storage organized. Bottom of fence secured.
7				Outside sheds & storage areas: storage organized and secured against falling.
8				Roofs, gutters, and downspouts are clean and control run-off properly.
9				The area is free of signs of rodent, insects, or feral animals being present.
Life Safety and Fire Protection Equipment				
10				Intrusion alarm is operational and free of trouble or active alarms.
11				Closed-circuit TV cameras are operational, properly aimed and focused.
12				Fire sprinkler system is operational, controls valve accessible & locked / alarmed.
13				Fire detection system operational and free of trouble or active alarms.
14				Fire extinguishers are accessible and in good condition – SIGN REAR OF TAGS.
15				Emergency and Exit lights are lit and worked when test button/switch used.
16				Panic hardware on exit doors worked easily. Doors latched when closing.
17				Emergency generator operated on monthly basis.
18				Emergency eyewashes and showers are clean, accessible and flushed monthly.
Mechanical Rooms & Areas				
19				Outlets and junction boxes are covered. Electrical cords are in good condition.
20				36-inch clearance in front of electrical panels and other controls.
21				Ventilation / HVAC system is operating properly.
22				Door closers are operating properly.
23				Sinks, tubs, and plumbing fixtures are in good condition & working properly.
24				The mechanical Room is free of storage and access is available to equipment controls.
25				Compressed gas cylinders are secured by chains / brackets. None are loose.
26				Air compressor oil level checked and full. The pressure tank was drained.
27				Flammable & combustible liquids stored in flammable cabinets. 1 day supply out.
28				Storage and dispensing areas of hazardous substances clean, organized & labeled.
29				Tools and cleaning supplies are properly stored.
30				Trash is emptied. Housekeeping is adequate.
31				Turnout gear / personal lockers are organized and do not present slip-trip hazard.
32				Ladders, shelves, lockers are secured against tipping over.

**Write line #'s & comments on back for all "Needs Work" listings, and notify management to initiate required corrective action.
This document does not and is not intended to address every loss potential. There may be other conditions that may contain a potential for liability.*

Offices and Crew Areas			
33			Bathrooms are clean, supplies adequate, and trash emptied.
34			The refrigerator and stove are clean. Kitchen is free of signs of rodents / insects.
35			Trash is emptied. Housekeeping is adequate.
36			Hallways / stairwells are well-lit, clear of obstructions and free of slip-trip hazards.
37			Walls, floors, and ceilings are free of water, rodent, or mechanical damage.